

**Southern Crescent Technical College**

**Acknowledgement of Criminal History Records Check Requirements**

**Early Childhood Care and Education Program**

As a prospective or currently enrolled student in the Early Childhood Care and Education (ECCE) Degree or Diploma program I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Print Name), have been advised and understand that the established curriculum requires participation in both a practicum/lab and an internship. I also understand that the Technical College System of Georgia (TCSG) and its associated technical colleges operating a child enrichment center or group day care home follow all Rules and Regulations established by the Georgia Department of Early Care and Learning regarding the operation of these facilities.

Additionally, these Rules and Regulations and the authorizing legislation require all individuals (including ECCE students) performing duties/tasks in a paid or unpaid capacity that involve personal contact with any child being cared for by a public or private child care learning center, group day care home, or family day care home to undergo a fingerprint-based criminal records check as well as a review and evaluation of their criminal history records. With respect to my participation in a practicum/lab or internship, I also understand that there may be additional standards established by individual site operators that I must meet and that my placement at a particular site for a practicum/lab or internship is contingent upon acceptance by the individual operator.

I acknowledge and understand that before I can be placed in a practicum/lab or internship on or after January 1, 2014, I must be fingerprinted and receive a satisfactory fingerprint records check determination from the Georgia Department of Early Care and Learning. If I receive an unsatisfactory fingerprint records check determination due to my criminal history, I understand that I cannot participate in the required practicum/lab and/or internship unless the unsatisfactory determination is reversed. I also acknowledge that I have been provided with the definition of a “crime” for which a past conviction; entering a plea of nolo contendere; or, the existence of a pending charge will likely prevent me from working/serving in a child care learning center, group day-care home, or family day-care home in a position which involves personal contact with children.

I understand that if I receive an unsatisfactory fingerprint records check determination from the Georgia Department of Early Care and Learning I will be provided an opportunity to show that the record is in error and/or to appeal the determination by requesting a hearing before an Administrative Law Judge at the Office of Administrative Hearings.

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I also acknowledge and understand that if an unsatisfactory determination from the Georgia Department of Early Care and Learning is not reversed; if I am unable to meet other practicum/lab or internship requirements established by an individual site operator; if I am removed from and cannot return to complete a practicum/lab or internship placement in response to an arrest, conviction, or other change(s) in my criminal history status involving a covered crime; or, if I fail to meet other established academic requirements associated with the ECCE program, I will be unable to graduate from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Technical College with an Early Childhood Care and Education Degree or Diploma.

I understand that I am responsible for all costs associated with the above referenced fingerprint records check. I also understand that the Georgia Department of Early Care and Learning reserves the right to require me to undergo an additional fingerprint records check if the agency has reason to believe that I possess a criminal record that renders me ineligible to have contact with children in my internship or practicum/lab site. I understand that I will also be responsible for all costs associated with any additional fingerprint record check(s) that may be required.

I acknowledge that I have reviewed the attached Early Childhood Care and Education Program Disclosure of Arrest/Conviction Form. I understand that if I am arrested, convicted of any crime, or subject to any other criminal history status change for a covered crime while performing an internship or practicum/lab in a child enrichment center or group day care home operated by a technical college associated with the Technical College System of Georgia, I must verbally notify and provide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of Child Enrichment Center/Group Day Care Home Director) a completed Disclosure of Arrest/Conviction Form no later than three (3) calendar days following the arrest, conviction, or change regarding my criminal history status.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 College Representative Signature Date

Attachments: Covered Crimes and Offenses

 Disclosure of Arrest(s)/Conviction(s) Form

NOTE: A copy of the completed Acknowledgement Form will be provided to the student and a copy will be retained by the ECCE Program Director or other designated college official.

**Covered Crimes and Offenses**

While not exhaustive, the following is a list of covered crimes and offenses for which an arrest, charge or conviction could prevent an individual from placement/working in a child care center or other setting which involves direct contact/care of a child:

* any felony;
* a violation of O.C.G.A.§ 16-5-23, relating to simple battery where the victim is a minor;
* a violation of O.C.G.A.§ 16-5-23.1 relating to battery when the victim is a minor;
* a violation of O.C.G.A.§ 16-21.1 relating to contributing to the delinquency of a minor;
* a violation of O.C.G.A.§ 16-6-1 et.seq., relating to sexual offenses;
* a violation of O.C.G.A.§ 16-4-1, relating to criminal attempt when the crime attempted is any of the crimes specified by this paragraph; or,
* any other offenses committed in another jurisdiction which, if committed in this state, would be one of the enumerated crimes listed above.

Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs,  programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans , student life, and  athletics.  It also encompasses the recruitment and employment of personnel and contracting for goods and services. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:  Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) Toni Doaty, Griffin Campus, Room 303, 501 Varsity Road, Griffin, GA 30223, (770)228-7382, *tdoaty@sctech.edu*; ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and the Jasper County Center) Teresa Brooks, Griffin Campus, Room 303, 501 Varsity Road, Griffin, GA 30223, (770)228-7258,*tbrooks@sctech.edu**;* Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus and Taylor County Center) Mary Jackson, Thomaston Campus, Room 252A, 1533 Highway 19 South, Thomaston, GA 30286, (706)646-6224, *mjackson@sctech.edu*. Title IX/Equity and ADA/Section 504, (Employee complaints) Sharon Irby, Griffin Campus, Human Resources, 501 Varsity Road, Griffin, Georgia 30223, (770)229-3454, *sirby@sctech.edu*.  Any complaints filed against the Title IX/ Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by Xenia Johns, Griffin Campus, Room 700, 501 Varsity Road, Griffin, GA 30223, (770)228-7348, *xjohns@sctech.edu*.